



**WELCOME CLUBS INTERNATIONAL
EXPENSE REIMBURSEMENT FORM**

DATE SUBMITTED:	
NAME:	
E-MAIL:	PHONE:
FULL ADDRESS: (Your check will be mailed to you)	
REASON FOR REIMBURSEMENT:	
INCLUDED IN ANNUAL BUDGET	or
	APPROVED AT EC MEETING Meeting Date:

ITEMIZED EXPENSES	
1) _____	\$ _____
2) _____	\$ _____
3) _____	\$ _____
4) _____	\$ _____
5) _____	\$ _____
	TOTAL \$ _____
SIGNATURE:	

- E-mail or mail the completed form to WCI Treasurer Nancy Carpenter (contact info below)
- Receipt(s) totaling the amount of reimbursement must be e-mailed or mailed with the completed form
- Make copies for your own records
- Reimbursement form and receipts must be submitted within 30 days of incurred expense

Nancy Carpenter
3720 Acosta Road Fairfax, Virginia 22031

E-mail: nancyjcarpenter@verizon.net
Phone: +1 703-385-4862

For Treasurer's Use Only		
Date Paid:	Amount Paid: \$	Check #: